

**POSITION DESCRIPTION
COUNTY OF HOWARD, INDIANA**

POSITION: COURT BAILIFF
DEPARTMENT: SUPERIOR COURT 4
WORK SCHEDULE: M-F 8-4
JOB CATEGORY: Clerical

DATE WRITTEN: 7/20/04 **STATUS:** Full-time
DATE REVISED: 1/6/06 **FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintains order in the courtroom during jury trials, guarding jury from outside contact, controls court's calendar, and assists in general office duties, under the direct supervision of the Court Reporter.

DUTIES:

Maintain and make minutes for court's calendar.

Assist the Superior Court 4 Court Reporter.

Complete claims and accounting duties including year end reports.

Oversee budget.

Cross-train for Court Reporter and Court Secretary

SKILLS: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished with written, oral, diagram, or schedule form.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers and the general public.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

RESPONSIBILITY: Typing, basic computer, and transcribing skills are required for the completion of the duties of this job. Knowledge of recording equipment is needed.

EDUCATION AND EXPERIENCE: High school diploma or general education degree (GED); or one to three months experience and/or training; or equivalent combination of education and experience. Legal experience is preferred as well as shorthand or some other form of speed writing.

PERSONAL WORK RELATIONSHIPS: Ability to communicate effectively.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, talk and hear, and use hands and fingers. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: Duties are performed mostly in a standard courtroom and office setting with relatively quiet noise levels.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

**Submit a completed Howard County application by 11/30/18 to:
Howard County Superior Court 4
Howard County Courthouse**

Howard County Government is an Equal Opportunity Employer